



NOTICE TO EMPLOYEES UNANNOUNCED AUDITS for NAID CERTIFICATION



All employees are hereby notified that **your company**, as a NAID Certified Operation, **is subject to Unannounced Audits** based on the Certification criteria of your most recently completed and approved Certification Application with NAID. A downloadable copy of the application and criteria can be found at www.naidonline.org

ABOUT THE AUDITOR

- All Certification Audits are conducted by NAID-subcontracted, independent auditors who have achieved their CPP (Certified Protection Professional) designation – the highest level of professional security management accreditation from ASIS International.
- The Auditor is charged with the responsibility and discretion to confirm that your company is complying with NAID Certification standards/criteria.

When an Auditor arrives for an Unannounced Audit, please contact the following

COMPANY REPRESENTATIVE(S)/AUDIT CONTACT

YOUR RIGHTS

- **ASK and VERIFY** the following from **AUDITOR**:
 - **Auditor Assignment & Confidentiality Agreement**
 - Must be signed and dated by NAID Program Official and Auditor
 - You may make a copy of this for your company records
 - **Auditor Photo ID Badge**
 - Must be signed by auditor
 - You may copy down the Auditor # if you wish to verify
 - If you have any reason to doubt the legitimacy of the audit, you may contact NAID as indicated below and/or see the auditor photos posted in the Certification Program section of the “Members Only” page of www.naidonline.org.
- Only **allow the Auditor access** to the operations and/or documentation **to what you**, as an individual employee, **have access**.
- The Audit **should not unreasonably disrupt** your current operations or ability to perform **services**. This Unannounced Audit is a check to see that your company practices are consistent with the Certification standards. Therefore, the auditor will **NOT** be reviewing all of the Certification documentation &/or criteria.

YOUR RESPONSIBILITIES

- The **auditor should be allowed access to the operations and documentation** necessary to verify that your company meets the Certification standards/criteria as set forth in the Certification Application. If you have the authority to admit the auditor, please do so.
- If you cannot provide the auditor access to particular aspects that s/he wants to see, please **notify the appropriate person at your company** who can provide this access, i.e. owner or Audit Contact (indicated above).
- If asked, you should **sign the Auditor’s Report** acknowledging that the auditor did come to your operations to conduct an Unannounced Audit – your signature does **NOT** indicate agreement with the findings in the report.

National Association for Information Destruction, Inc.

NAID Certification Program

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Web site: www.naidonline.org

Email: Certification@naidonline.org